

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3450.35 CHG1


3/10/93

SUBJ: System Development Annual Awards Program

1. Purpose. This change issues a revised Appendix 2.
2. Distribution. This order is distributed to all employees in the Office of the Executive Director for System Development, Office of Acquisition Support, Office of the Associate Administrator for NAS Development, Office of the Associate Administrator for System Engineering and Development; Program Directors for Automation, Communications and Aircraft Acquisition, Navigation and Landing, Surveillance, and Weather and Flight Service Systems; Program Manager for Advanced Automation; Facility System Engineering, NAS Program Management, NAS System Engineering, Operations Research, and Research and Development Services; and to all employees at the FAA Technical Center.
3. Explanation of Changes. This change is to include quality action teams or groups to be included in Appendix 2 paragraphs 7, 8, and 9. Paragraph 11 of Appendix 2 was rewritten for clarification.

Page Control Chart

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AP/FE/PM/SE/OR/RD)-8; A-Z-8

Initiated By: AXD-3

APPENDIX 2. PEER-NOMINATED AWARDS

1. OUTSTANDING LEADERSHIP AWARD. Awarded to the XD supervisor or manager whose actions demonstrate the ability to work as a member of a team or organization; eliminating red tape; improving the system; creating an atmosphere where people are free to be open, challenging, at times rebellious when they believe in an idea; and are dedicated to sharing ideas and learning from others while getting the job done.

2. OUTSTANDING INNOVATOR AWARD. Awarded to the XD employee who has demonstrated the willingness to get the job done using innovative and creative ideas. The recipient of this award need not have been successful in every instance but, more importantly, must have displayed the willingness to accept challenges, be creative, open to new ideas, and be willing to take risks in solving a problem or attaining a goal.

3. TEAM ACHIEVEMENT AWARD. Awarded to a group of XD employees who, through their actions and teamwork, have made a significant contribution toward accomplishing the XD mission.

4. EEO EXCELLENCE AWARD. Presented to the XD employee who has best exemplified or excelled in his/her efforts to accomplish the EEO goals and objectives of the FAA. This may be demonstrated by: personnel actions, affirmative action activities, career awareness and recruiting, etc. Nominations for this award should be to individuals not serving in a position that is primarily EEO oriented.

5. HUMAN RELATIONS ACHIEVEMENT AWARD. Awarded to the XD employee who, through his/her everyday, work-related conduct, has demonstrated a sincere concern for others. This concern may be demonstrated by his/her willingness to listen to other viewpoints, engage in open and honest communications, and their efforts to improve the working environment.

6. SECRETARIAL ACCOMPLISHMENTS AWARD. Presented to the XD employee who has best demonstrated an outstanding level of accomplishment and excellence in the secretarial field, based on dedication, hard work, and contributions to the organization.

* 7. ADMINISTRATIVE EXCELLENCE AWARD. Awarded to the XD employee(s) in an administrative support role whose actions and commitment have been substantial in contributing to the overall mission of the XD organization. *

- * 8. TECHNICAL SUPPORT AWARD. Presented to the FAA employee(s) in a technical support role whose actions and commitment have been substantial in contributing toward accomplishing the goals of a specific project within the XD mission. Employees and teams nominated for this award need not be members of the XD complex. *
- * 9. TECHNICAL PUBLICATION AWARD. Presented to the XD employee(s) * who authors a technical report or other publication which addresses research and development, test and evaluation, aviation safety, or other technical field and has contributed significantly to the XD mission.
- 10. DISTINGUISHED SERVICE AWARD. Presented to an XD employee who exemplifies the spirit and purpose of the FAA through contributions made toward project or program goals or overall mission accomplishments.
- * 11. SIGNIFICANT CONTRIBUTOR TO SYSTEM DEVELOPMENT. Awarded to individuals or teams whose actions and contributions have significantly promoted or enhanced the role of the organization and contributed to its overall mission. Nominees are limited to employees of the FAA and other Government agencies. *
- 12. VOLUNTEER AND COMMUNITY SERVICE AWARD. Awarded to the XD employee whose service to the community or volunteer organization has demonstrated a sustained commitment to the group and has made a significant contribution toward accomplishing its goal. Nominations may be accepted from employee organizations external to the System Development organization.